

Public Safety Branch
Fire Group
Fire Series

FIRE ADMINISTRATIVE CHIEF

02/85

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible administrative, staff and technical work as administrative assistant to the Fire Chief and Assistant Chief; and performs related work as required.

EXAMPLES OF DUTIES:

Makes or coordinates assignment of personnel, including scheduling of vacations, and coordinates or assists with assignment to stations; handles department correspondence, including answering of letters dealing with personnel, purchasing and other department records; supervises and is responsible for accuracy of all department records, files, ledgers and reports; receives and answers phone inquiries from the public; contacts department officers and men on department business and assignments; assists with department public relations, including fire prevention promotions; compiles and edits annual report; prepares budget recommendations; supervises and keeps records of disbursement of funds; approves all purchasing requisitions; checks all goods and services before approving payment on purchase orders; supervises supply inventory and orders supplies; supervises fire communications in the event of a multiple alarm fire and is responsible for deployment of companies during such fires.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of two years of college or university and eight years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half years in the rank of Captain, or above; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of procedures and practices of modern firefighting; comprehensive knowledge of the operation and care of equipment and other firefighting apparatus; comprehensive knowledge of laws, ordinances, rules and regulations pertinent to Fire Department activities; good knowledge of first aid; good knowledge of personnel and clerical practices.

Ability to lead, direct and instruct men; administrative and supervisory ability; ability to establish and maintain effective working relationships with others; ability to express oneself clearly and concisely, orally and in writing.

Director of Personnel

Department Head